



Bolo[™]
BY
minkaAire[®]
A Minka Group Co.

INSTRUCTION MANUAL WARRANTY CERTIFICATE

Manual design and all elements of manual design are protected by U.S. Federal and/or State Law, including Patent, Trademark and/or Copyright laws.



Minka-Aire® warrants to the original owner that this fan will be free from defects in material and workmanship for one year from the date of purchase, excluding the motor. Minka-Aire® warrants to the original owner that the motor in this fan shall be free from defects in material and workmanship for as long as the original purchaser owns the fan, and it remains in the original installation.

This is a limited warranty. Minka-Aire's® only obligation under this limited warranty is to replace or repair, or refund the purchase price, in Minka-Aire's® sole discretion without charge to the original owner, of the fan once Minka-Aire® confirms that the fan has a defect covered by this limited warranty.

Call our customer service department at 1-800-307-3267 to obtain the name of the Minka-Aire® authorized dealer closest to your location, or contact us through our web site, www.minkagroup.net and write to: Ask Mr. Minka if you have any questions or require further assistance.

To obtain warranty service, the owner should return the fan along with proof of purchase to a Minka-Aire® authorized dealer. The Minka-Aire® authorized dealer shall then, at its sole discretion: repair the fan, replace the fan, refund the purchase price less the amount directly attributable to the consumer's prior usage of the fan, or if necessary instruct the consumer to contact Minka-Aire® directly for warranty service. Minka-Aire® will be responsible for the cost of any repair, or replacement for any warranty service provided by a Minka-Aire® authorized dealer for product under warranty.

You may also at your preference obtain warranty service by returning the fan directly to Minka-Aire® along with proof of purchase, your name and return address, and a description of the claimed product defect. Pack carefully; damage sustained in return transit to Minka-Aire® will be the original owner's responsibility. Original owner shall be responsible to pay all shipping charges. To obtain warranty service, you may return a fan that proves to be defective during the warranty period to the following address:

Minka-Aire®- Warranty Service, 1151 W. Bradford Court, Corona, CA 92882

This warranty shall not apply to fans which have been damaged in any way, including improper installation, damage as a result of the removal of the fan from the original installation, or damage in shipping. This warranty shall not apply to fans which have been subjected to use for which the fan was not designed. The purchaser of the fan shall be responsible for any cost of removing the old fan, installing a new fan, or any other costs.

This limited warranty is in lieu of all other express warranties. This limited warranty excludes all incidental and consequential damages, and Minka-Aire® shall not under any circumstances be liable for incidental or consequential damages. Some States do not allow the exclusion of or limitation of incidental or consequential damages, so the foregoing limitation or exclusion may not apply to you.

This warranty gives you specific legal rights, and you may also have other rights which vary from State to State. We encourage you to promptly complete and return the enclosed warranty registration card. However, return of the warranty registration card is not a condition of this warranty.

Date Purchased _____ Store Purchased _____ Model Number F620 Serial Number _____

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SAFETY RULES

1. Before you begin installing the fan, shut power off at the circuit breaker of the fuse box.
2. Be cautious! Read all instructions and safety information before installing your new fan. Review accompanying assembly diagrams.
3. Make sure that all electrical connections comply with local codes, ordinances, or National Electrical Codes. Hire a qualified electrician or consult a do-it-yourself wiring handbook if you are unfamiliar with installing electrical wiring.
4. Make sure the installation site you choose allows the fan blades to rotate without any obstructions. Allow a minimum clearance of 7 feet from the floor and 18 inches from the tip of the blades to the wall.
5. If you are mounting the fan to a ceiling fan outlet box, use a U.L. Listed metal octagonal outlet box marked "Acceptable for Fan Support". Secure the box directly to the building structure. The outlet box and its support must be able to support the moving weight of the fan (at least 50 pounds) Do not use a plastic box.
6. Caution: To reduce the risk of injury use only the screws provided with the outlet box in conjunction with the lock washers provided with the fan.
7. If you are mounting the fan to a joist, make sure it is able to support the moving weight of the fan (at least 50 pounds).
8. After you install the fan, make sure that all mounting components are secured to prevent the fan from falling.
9. Do not insert anything into the fan blades while the fan is operating.
10. Turn the fan off and wait for the blades to stop completely before performing any maintenance or cleaning.

ATTENTION: The Energy Policy Act of 2005 requires this fan to be equipped with a 190 watt limiting device. If lamping exceeds 190 watts, the ceiling fan's light kit will shut off automatically.

NOTE: The important safeguards and instructions appearing in this manual are not meant to cover all possible conditions and situations that may occur. It must be understood that common sense, caution and care are factors which can not be built into this product. These factors must be supplied by the person (s) installing, caring for and operating the unit.

NOTE: READ AND SAVE ALL INSTRUCTIONS!

WARNING

TO REDUCE THE RISK OF FIRE, ELECTRIC SHOCK OR OTHER PERSONAL INJURY, MOUNT FAN ONLY TO A U.L. LISTED OUTLET BOX OR SUPPORTING SYSTEM MARKED ACCEPTABLE FOR FAN SUPPORT AND USE MOUNTING SCREWS PROVIDED WITH THE OUTLET BOX IN CONJUNCTION WITH THE LOCK WASHERS PROVIDED WITH THE FAN. MOST OUTLET BOXES COMMONLY USED FOR FAN SUPPORT OF LIGHTING FIXTURES ARE NOT ACCEPTABLE FOR FAN SUPPORT AND NEED TO BE REPLACED. CONSULT A QUALIFIED ELECTRICIAN IF IN DOUBT.

TO REDUCE THE RISK OF PERSONAL INJURY, DO NOT BEND THE BLADE HOLDERS WHILE INSTALLING, BALANCING THE BLADES OR CLEANING THE FAN. DO NOT INSERT FOREIGN OBJECTS BETWEEN ROTATING FAN BLADES.

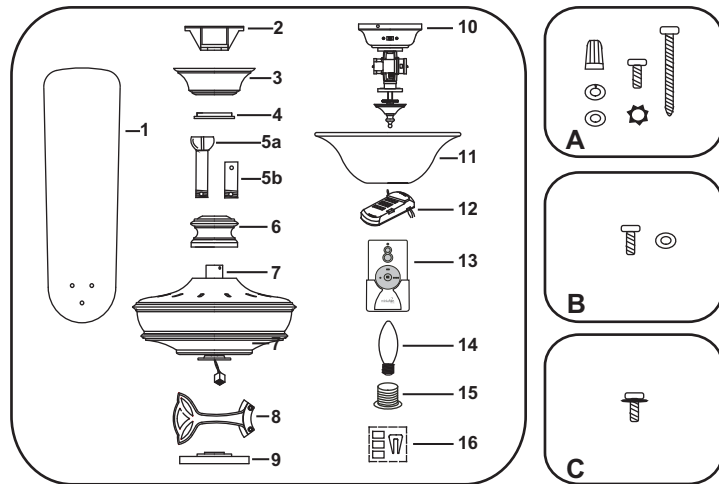
TO REDUCE THE RISK OF FIRE OR ELECTRIC SHOCK, DO NOT USE THIS WITH ANY SOLID-STATE SPEED CONTROL DEVICE.

2

PACKAGE CONTENTS

Unpack your fan and check the contents. You should have the following items:

- | | |
|---|--|
| 1. Fan blades (5) | 14. 60W candelabra bulbs (3) |
| 2. Hanger bracket | 15. Extra plug |
| 3. Canopy | 16. Balancing kit |
| 4. Canopy cover | |
| 5a. Standard downrod assembly | A. Mounting hardware: |
| 5b. Minimum-length downrod (for close to ceiling mounting only) | #10 x 1.5 Wood screws (2 PCs.) |
| 6. Coupling cover | #8 x 3/4" Machine screws (2PCs.) |
| 7. Fan motor/housing assembly | Lock washers (2 PCs.) |
| 8. Blade holders (5) | 4mm Star washers (2 PCs.) |
| 9. Mounting plate | Wire nuts (3 PCs.) |
| 10. Light kit assembly | Washers (2 PCs.) |
| 11. Glass shade | B. Blade attachment hardware: |
| 12. Receiver with 6 wire nuts | 3/16" x 7.5 mm Screws (16 PCs.) |
| 13. Transmitter+holder+2 mounting screws | Fiber washers (16 PCs.) |
| | C. Bracket holder hardware: |
| | 1/4" x 13.5mm Screws with lock washers (11 PCs.) |



Tools Required: Phillips screw driver; slotted screw driver; step-ladder; wire cutters; electrical tape.

INSTALLING THE FAN

MOUNTING OPTIONS

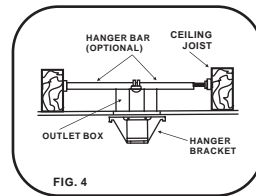
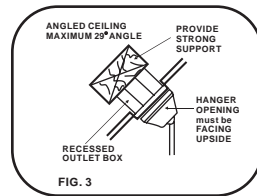
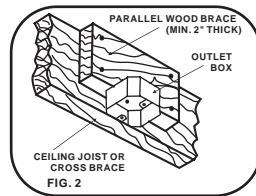
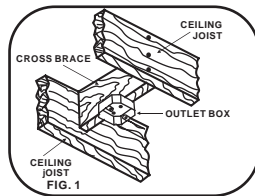
If there isn't an existing mounting box, then read the following instructions. Disconnect the power by removing fuses or turning off circuit breakers.

Secure the outlet box directly to the building structure. Use appropriate fasteners and building materials. The outlet box and its support must be able to fully support the moving weight of the fan (at least 50 lbs.). Use a UL Listed metal outlet box. Do not use a plastic outlet box.

Figure 1, 2 and 3 are examples of different ways to mount the outlet box.

Note: You may need a longer downrod to maintain proper blade clearance when installing on a steep, sloped ceiling. Longer downrods are available from your Minka-Aire® dealer.

To hang your fan where there is an existing fixture but no ceiling joist, you may need to install a hanger bar as shown in Fig. 4 (available at your Minka-Aire® dealer).



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HANGING THE FAN

WARNING: All of the parts, hardware and components such as the hanger bracket and hanger ball have been provided for your safety and the proper installation of your new ceiling fan. The use of other parts, hardware or components not supplied by Minka Aire® with the fan will void the Minka Aire® Warranty.

REMEMBER to turn off the power. Follow the steps below to hang your fan properly:

Step 1. Secure the Hanger Bracket to the ceiling outlet box using the screws provided with your outlet box in conjunction with the lock-washers provided with the fan. (Fig. 5)

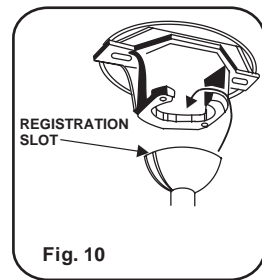
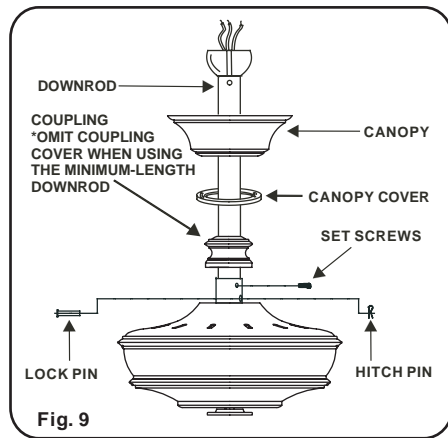
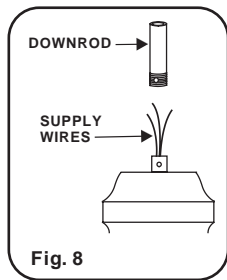
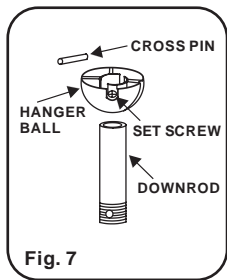
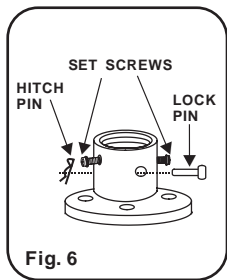
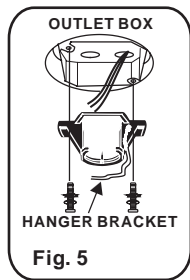
Step 2. Loosen the two Set Screws and remove the Hitch Pin and Lock Pin from the coupling located on the top of the Motor Assembly. (Fig. 6)

Step 3. Remove the Hanger Ball from the Downrod Assembly by loosening the Set Screw and removing the Cross Pin. (Fig. 7)

Step 4. Carefully feed fan wires up through the downrod. (Fig. 8) Thread Downrod into the Coupling until the holes are lined up and secure with the Lock Pin and Hitch Pin previously removed, tighten Set Screws. (Fig. 9)

Step 5. Slip Coupling Cover, Canopy cover and Canopy onto Downrod. Carefully re-install the Hanger Ball onto the Downrod being sure that it's properly positioned over the Cross Pin and the wires are not twisted, tighten Set Screw. (Fig. 9)

Step 6. Lift the Motor Assembly and place the Hanger Ball into the Hanger Bracket. Rotate the Motor Assembly as needed until the check groove from the Hanger Ball rests firmly over the registration tab from the Hanger Bracket. Motor Assembly should not rotate if this is done correctly. (Fig. 10)



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ELECTRICAL CONNECTIONS

WARNING: To avoid possible electrical shock be sure electricity is turned off at the main fuse or breaker box before wiring.

NOTE: The Aire Control® System is equipped with a learning frequency function which has 256 code combinations to prevent potential interference from other remote units. The frequency on your Receiver and Transmitter units have been preset at the factory. (Fig. 11) No frequency change is necessary, should you desire to install another fan within the same home or area with a separate frequency code please see the "frequency interference" troubleshooting section of this instruction manual to learn how to change the frequency.

Step 1. Insert Receiver into Hanger Bracket with the flat side of the Receiver facing the ceiling. (Fig. 12)

Step 2. Motor to Receiver Electrical Connections: Connect the WHITE wire from the fan to the WHITE wire marked "TO MOTOR N" from the Receiver. Connect the BLACK wire from the fan to the BLACK wire marked "TO MOTOR L" from the Receiver. Connect the BLUE wire from the fan to the BLUE wire marked "For Light" from the Receiver.

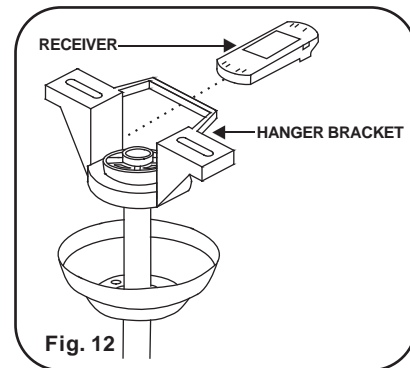
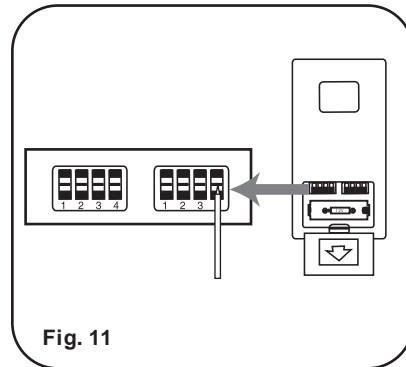
NOTE: If your ceiling fan features an UP Light: Connect the ORANGE wire from the fan to the ORANGE wire marked "For Up Light" from the Receiver. Otherwise disregard this step and proceed to secure all wire connections with the plastic wire nuts provided. (Fig. 13)

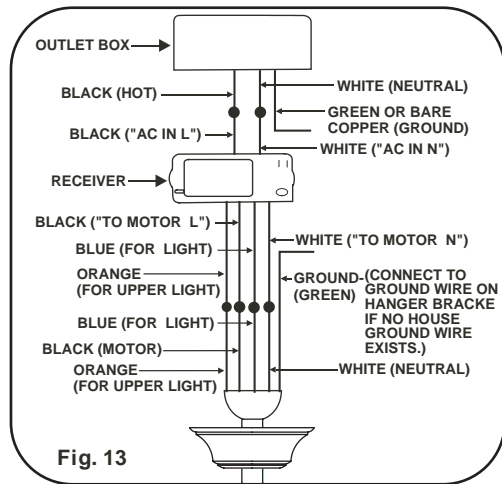
Note: Fan must be installed from a maximum distance of 40 feet from the transmitting unit for proper signal transmission between the transmitting unit and the fan's receiving unit.

Step 3. Receiver to House Supply Wires Electrical Connections: Connect the **WHITE** wire (Neutral) from the outlet box to the **WHITE** wire marked "AC in N" from the receiver. Connect the **BLACK** wire (Hot) from the outlet box to the **BLACK** wire marked "AC in L" from the receiver. Secure all wire connections with the plastic wire nuts provided. (Fig. 13)

Step 4. If your outlet box has a **GROUND** wire (Green or Bare Copper) connect this wire to the Hanger Ball and Hanger Bracket Ground wires. If your outlet box does not have a Ground Wire, then connect the Hanger Ball and Hanger Bracket Ground Wires together. Secure wire connection with the plastic wire nut provided. (Fig. 13)

After all splices are made, check to make sure there are no loose strands. As an additional precaution we suggest to secure the plastic wire connectors to the wires with electrical tape.



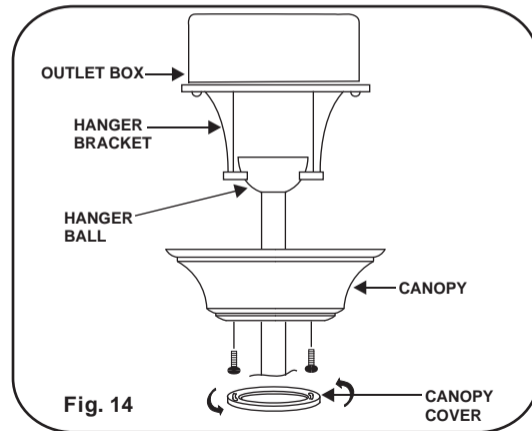


FINISHING THE INSTALLATION

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Step 1. Slide the canopy up to ceiling and over the two screws on hanger bracket. Rotate canopy clockwise, next, while holding the canopy with one hand, slide the canopy cover over the screws and rotate clockwise until tight.

Note: Adjust the canopy screws as necessary until the canopy and canopy cover are snug. (Fig. 14)



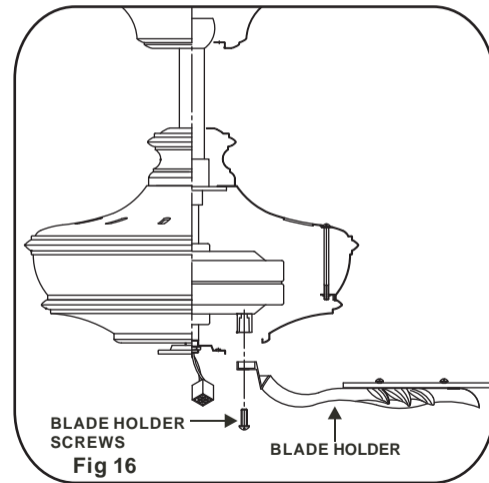
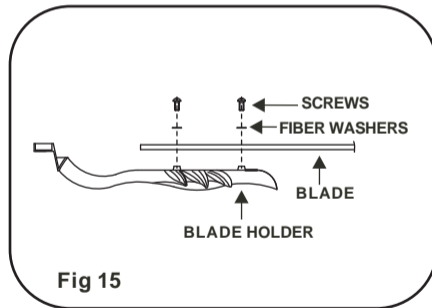
7

BLADE INSTALLATION

THE FOLLOWING OPERATION MUST BE ACCOMPLISHED BEFORE INSTALLING THE LIGHT KIT.

Step 1. Attach the fan blades to the blade holders using the screws and fiber washers provided, tighten screws securely. (Fig. 15)

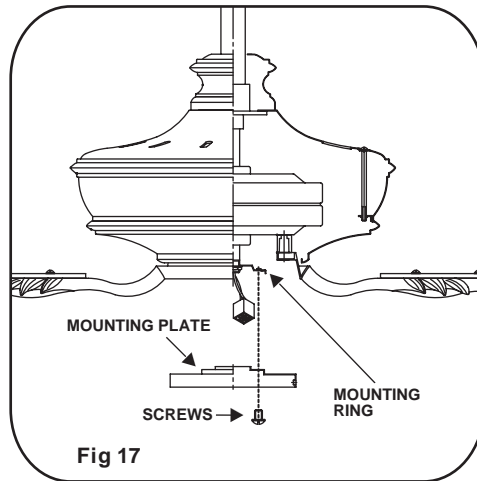
Step 2. Remove rubber stops from motor. Rotate motor so that the screw holes are revealed through the opening on switch cap plate. Align motor holes to blade holders and secure with screws provided, tighten screws securely. (Fig. 16)



INSTALLING THE MOUNTING PLATE

Step 1. Remove 1 of 3 screws from the mounting ring and loosen the other 2 screws. (Do not remove)

Step 2. Place the key holes from the mounting plate over the 2 screws previously loosened from the mounting ring, turn mounting plate until it locks in place at the narrow section of the key holes. Secure by tightening the 2 screws previously loosened and the one previously removed. (Fig. 17)



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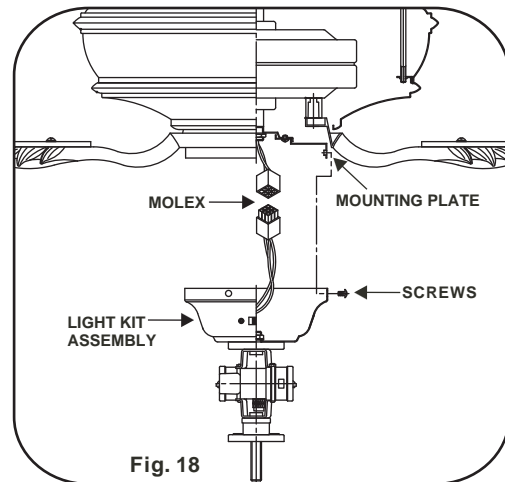
INSTALLING THE LIGHT KIT

NOTE: Before starting installation, disconnect the power by turning off the circuit breaker or removing the fuse at fuse box.

Step 1. Remove the 3 screws from the mounting plate.

Step 2. Place the light kit attached close to the mounting plate, firmly snap the wire molex together. (Fig. 18)

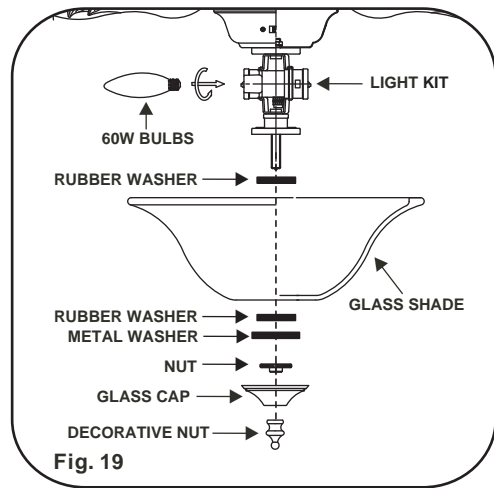
Step 3. Carefully place the light kit assembly over the mounting plate and secure it with the 3 screws. (Fig. 18)



INSTALLING THE GLASS SHADE & LIGHT BULBS

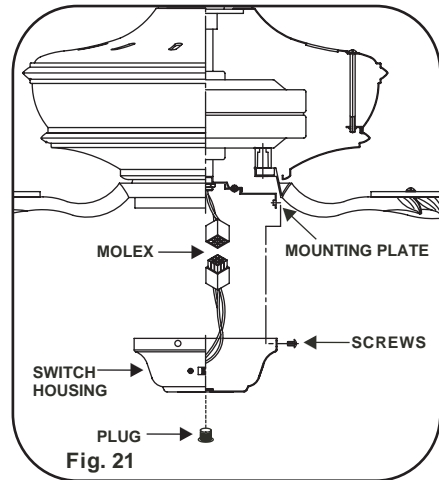
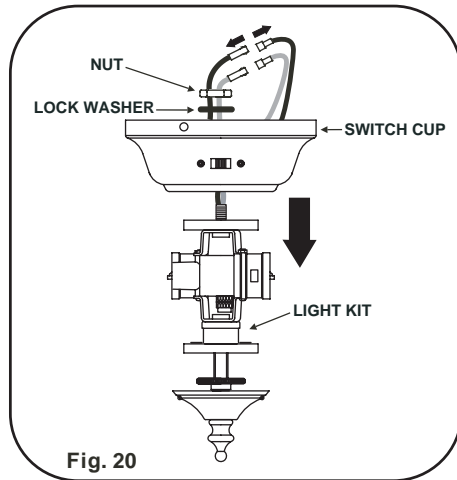
ATTENTION: The Energy Policy Act of 2005 requires this fan to be equipped with a 190 watt limiting device. If lamping exceeds 190 watts, the ceiling fan's light kit will shut off automatically.

1. Install 3 x 60W (Max.) candelabra base bulbs (included). (Fig. 19)
2. Remove the nut, metal washers, rubber washers and decorative nut from the light kit. Place the rubber washer, glass shade, rubber washer and metal washers over the light kit stem. Place the nut over the stem and turn it clockwise until it locks up against the glass shade. Do not overtighten. (Fig. 19)
3. Raise the glass shade to the light kit and secure tightly with the glass cap and decorative nut. **DO NOT OVERTIGHTEN.** (Fig. 19)



FAN WITHOUT LIGHT KIT

1. Disassemble the switch housing from the light kit, you can keep the light kit for future use. (Fig. 20)
2. Attach the plug to the switch housing. (Fig. 21)
3. Holding the switch housing under your fan, snap together the wire connection plugs .
4. Install the switch housing to the mounting plate with screws provided. (Fig. 21)



OPERATING THE REMOTE CONTROL/WALL CONTROL

Remote Control only: Install a A23 12 volt battery (included). To prevent damage to transmitter remove the battery if not used for long periods of time.

Restore Power to Ceiling Fan.

A. ● ● ● Buttons:

These buttons are used to set the fan speeds as follows;

● = Low Speed

● ● = Medium Speed

● ● ● = High Speed




B. ■ Button:

This button turns the fan off.



C.  Button:

These buttons turn the light ON or OFF and also control the brightness settings of the light. The following

instructions apply to ceiling fans that feature a DOWN light ( button) only or ceiling fans that feature an UP light ( button) and a DOWN light ( button) that are controlled independent of each other;


Press and release the button for the desired light to turn the light ON or OFF. Press and hold the button to set the desired light brightness. The light will cycle between bright and dim settings as long as the button is pressed. The light key has an automatic auto-resume feature that allows the light to remain at the same brightness as the last time it was turned off.

D. OFF-ON Slide Button (Wall Control Fans Only)

This button turns the power Off and On to the Fan and Light(s).

E.  Button: (Full Function Remote Control Units Only)

This button is used to change the direction of the rotation of the blades; forward for warm weather or reverse for warm weather.

NOTE: If your Remote Control or Wall Control does not have a "  " button, Please look for a slide reverse switch on the switch housing.

Speed settings for warm or cold weather depend on factors such as room size, ceiling height and number of fans.

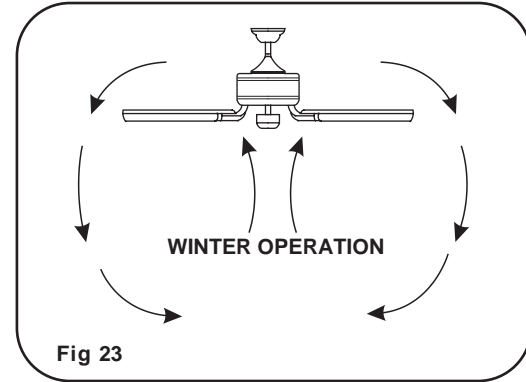
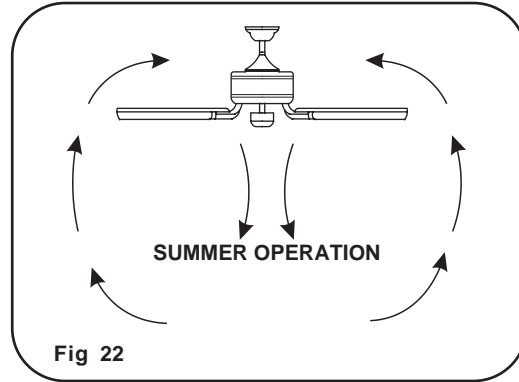
NOTE: Wait for fan to stop before changing the setting of the slide switch.

Warm Weather (forward)

A **DOWNWARD** airflow creates a cooling effect as shown in Figure 22. This allows you to set your air conditioner on a warmer setting without affecting your comfort.

Cool Weather (Reverse)

An **UPWARD** airflow moves warmer air off the ceiling area as shown in Figure 23. This allows you to set your heating unit on a cooler setting without affecting your comfort.



CARE OF YOUR FAN

Here are some suggestions to help maintain your fan.

1. Because of the fan's natural movement some connections may become loose. Check the support connections, brackets and blade attachments twice a year. Make sure they are secure. (It is not necessary to remove fan from the ceiling).
2. Clean your fan periodically to help maintain its new appearance over the year. **CAUTION**; many common household cleaning products contain chemicals that could damage the finish of your fan. Use only a soft lint free cloth and soapy water.
3. If your fan is provided with wood veneer blades; you can apply a light coat of furniture polish for additional protection and enhanced beauty. Cover small scratches with a light application of shoe polish.

4. Use a lint free lightly damp cloth or duster to remove dust from the blades.

5. There is no need to oil your fan. The motor has permanently lubricated bearings.

6. If your fan is provided with glass shades, clean with lukewarm soapy water and a soft cloth or sponge. **DO NOT IMMERSE GLASS SHADES IN HOT WATER. DO NOT PUT GLASS SHADES INTO AN AUTOMATIC DISHWASHER.**

WARNING!

MAKE SURE THE POWER IS OFF AT THE ELECTRICAL PANEL BOX BEFORE YOU ATTEMPT ANY REPAIRS. REFER TO THE SECTION, "ELECTRICAL CONNECTIONS".

14

TROUBLESHOOTING

SYMPTOM
Fan will not start

SOLUTION

- Check to make sure the wall switch is turned on.
- Check circuit fuses or breakers.
- Caution! Make sure the power is turned off before performing the following steps.
- Remove canopy and check wire connections.
- Check wall control transmitter connections (if applicable).
- Note: Fan must be installed at a maximum distance of 40 feet from the transmitting unit for proper signal transmission between the transmitting unit and the fan's receiving unit.

SYMPTOM
Fan Sounds Noisy

SOLUTION

- Allow a 24-hour "break in" period. Most noises associated with a new fan will go away during this time.
- Make sure the screws that attach the fan blade holder to the motor hub is tight.
- Make sure outlet box is secured to building structure, if necessary use the wood screws provided to further secure outlet box to joist.
- Make sure hanger bracket is secure to the outlet box, screws are tight.

SYMPTOM
Fan Wobble

SOLUTION

- NOTE: All blade sets are grouped by weight. Because wood and plastic blades vary in density, the fan may wobble even though blades are matched.
- Make sure outlet box is secured to building structure, if necessary use the wood screws provided to further secure outlet box to joist.
- Make sure hanger bracket is secure to the outlet box, screws are tight.
- Use the balancing kit provided if the wobble is excessive (follow instructions included with balancing kit)

SYMPTOM
Lights shut off and will not come back on.

SOLUTION

- This unit is equipped with a wattage limiting device. Lamping in excess of 190 watts will disable your ceiling fan's light kit. To reset your light kit you must turn the power off and re lamp, keeping the wattage under 190 watts. Restore power to your ceiling fan and continue normal operation.

SYMPTOM
Fans/Light Turn On and Off Unexpectedly

SOLUTION

- This is caused by interference, Please see "Frequency interference" for steps to change the frequency.

SYMPTOM

Frequency Interference

SOLUTION

1. Turn the power off to your ceiling fan.
2. Please use a small size tool to change the frequency settings on the control system.
3. Return power to the unit.
Note: After the AC power is on, do not press any other button on the transmitter before pressing the "Stop" button, doing so will cause the procedure to fail.
4. Within 60 seconds of turning the Fan's AC power ON. Press the transmitter's "Stop" button and hold the "Stop" button for 10 seconds.
5. Once the receiver has detected the set frequency, the down light of your fan if applicable will blink twice. (there is no indication if your fan is not equipped with a light).
6. The receiver has now learn the frequency which has been selected on the transmitter. After completing the steps above, you should be able to operate the ceiling fan and light. If the fan is not responding to the transmitter, please turn the power off to the receiver, and repeat the process.

SPECIFICATIONS

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These are typical readings. Your actual fan may vary. They do not include amps and wattage used by the light(s).

Fan Size	Speed	Volts	Amps	Watts	RPM	CFM	N.W.	G.W.	C.F.
52"	Low	120	0.37	17	74	2200			
	Medium	120	0.50	36	114	3700	11.33	13.4	2.802'
	High	120	0.59	72	169	5700	Kgs	Kgs	

For any additional information about your Minka Aire® Ceiling fan, please write to;



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